

I Know How to Start and Finish My Assignments Well.

AREA: Educational and Vocational Development
CATEGORY: Improving Study and Learning Skills
TIME: 30 minutes and a follow-up session
GROUP SIZE: Small group or class
GRADE LEVEL: 5-6
MATERIALS: "A Key to Improving Assignments" student handout and "Study Habits Inventory" activity sheet

Improving Assignments***Introduction:***

Students frequently have difficulty getting organized to do assignments. This lesson gives students some ideas on how to start and finish assignments well.

Procedure:

1. Ask students to list ways in which they can improve their grades on assignments.
2. Distribute and review the "A Key to Improving Assignments" student handout.
3. Discuss each idea and stress the importance of completing assignments.
4. Distribute and ask students to complete the "Study Habits Inventory" activity sheet.
5. Allow the students to discuss which study habits they need to improve and offer suggestions for improving them.
6. Ask the students to try the suggestions from the student handout and share any progress or changes with the class during a follow-up session.

Notes:

Be aware of students who say they have a great deal of difficulty starting and finishing assignments well.

Evaluation Suggestions:

Refer to Section VI of the manual.

A Key to Improving Assignments

1. **Keep an assignment book.** If you get mixed up and do the wrong homework or if you forget to study for a test, your grades will show it. Develop the habit of keeping a daily assignment notebook. Write down everything you need to remember. This way, you will always know exactly what you need to do.
2. **Learn to follow directions.** Some students get low grades simply because they don't follow directions. Read all directions carefully, especially on a test. Also, learn to be a careful listener. When the teacher explains an assignment, pay close attention. If you still don't understand what you are expected to do, ask again and write it down.
3. **Write neatly and accurately.** Remember, your teachers see your homework papers as a reflection of your ability and attitude. Sloppy papers make you seem careless. Take pride in your work!
4. **Learn to check over work before turning it in.** Spend a few minutes proofreading your homework or tests before turning them in. Learn to catch your own errors. Learn to use the dictionary if you have trouble spelling words correctly.
5. **Learn to manage your time.** Learn to use your spare time effectively. Put study time to use, don't waste it.
6. **Assume responsibility for your own actions.** Do you blame your teachers for low grades? Forget it! No one else is responsible for your failures or successes but YOU. Going to school is like having a job. You attend each day and give 100%.
7. **Aim for success.** Everyone wants to be successful at school. Why do you want to earn good grades? When you start thinking you can be successful at school, you will be.

ACTIVITY SHEET

Study Habits Inventory

Name: _____ Date: _____

Directions: Answer the questions truthfully by placing a check mark in the appropriate column. Discover how many good study habits you have. You may surprise yourself!

Always Sometimes Never

Before studying, I:

- Make sure that I have enough energy.
- Keep an assignment book for homework.
- Keep a daily study plan.

When studying, I:

- Have the materials I need (books, notes, pencils, assignments).
- Find a place with good lighting, a desk, and a chair.
- Work without interruptions such as the telephone or friends visiting.
- Take a break for at least five minutes for every half hour to one hour of study.
- Start my assignments quickly and without trouble.
- Work steadily without daydreaming.
- Have a method of study.
- Plan to complete and hand in my assignments on time.
- Prepare for a test at least few days before I take it.
- Check over papers or tests for errors.
- Keep a dictionary available to check spelling errors or word meanings.
- Skim through a chapter of a book before I read and study it.
- Reward myself after studying by allowing time for exercise or social activities.

